



Diploma in Management

Management is an organisational function, like sales, marketing or finance. Leadership and communication skills are becoming increasingly important in today's competitive global marketplace, and most organisations need strong leaders who can develop and manage projects, lead teams, and initiate business strategies.

Why does the course exist – There are several important aspects to consider about the goals of an organisation. These features are explicit (deliberate and recognised) or implicit (operating unrecognised, "behind the scenes"). The management course instils a way organisations should plan their vision, mission, values, goals and strategies.

How does it fit into the larger programme – Successful organisations invest in employees with a management qualification in order to manage employees, negotiate services and projects on the company's behalf, but most of all lead the organisation to success. Carefully selected topics like operations management, business law, organisational management and international business management prepare candidates for future employment.

For who it was designed – The course is designed for those who complete the certificate in Business Studies or holders of equivalent qualifications interested in pursuing a management career.

How it will benefit candidates – A qualification in management enable professionals to acquire a variety of skills including: strong communication and leadership skills, ability to exercise effective time management, working with employees of different backgrounds and even cultures, exercising effective decision-making and critical thinking methods, strategic and tactical goal planning, leading employees and encouraging growth, taking control of business operations and ensuring sustainability, forecasting and predicting trends within the industry and analysing reports to make better decisions.

Subjects:

- Operations Management
- Business Strategy
- Organisational Management
- International Business Management
- Business Law

Operations Management - focus on carefully managing the processes to produce and distribute products and services. Operations Management deals with the design and management of products, processes, services and supply chains. It considers the acquisition, development, and utilisation of resources that firms need to deliver the goods and services their clients require. Tactical issues include plant layout and structure, project management methods, and equipment selection and replacement. Operational issues include production scheduling and control, inventory management, quality control and inspection, traffic and materials handling, and equipment maintenance policies.

Business Strategy – business strategy is one of the major topics in organisational management. To be successful, managers must develop and execute business strategies. The tasks of developing and executing company strategies are the heart and soul of managing a business enterprise and winning in the marketplace. A company's strategy is the game plan used by management to stake out a market position, conduct its operations, attract and please customers, compete successfully, and achieve organisational objectives. The central thrust of a company's strategy is undertaking moves to build and strengthen the company's long-term competitive position and financial performance and, ideally, gain a competitive advantage over rivals that then becomes a company's ticket to above-average profitability. **Strategic Goals** - organisation members often work to achieve several overall accomplishments, or goals, as they work toward their mission. **Strategies** - organisations usually follow several overall general approaches to reach their goals.

Organisational Management - basically, an organisation is a group of people intentionally organised to accomplish an overall, common goal or set of goals. Business organisations can range in size from two people to tens of thousands. There are several important aspects to consider about the goal of the business organisation. **Vision** - members of the organisation often have some image in their minds about how the organisation should be working, how it should appear when things are going well. **Mission** - an organisation operates according to an overall purpose, or mission. **Values** - all organisations operate according to overall values, or priorities in the nature of how they carry out their activities. These values are the personality, or culture, of the organisation.

International Business Management - international business differs in important ways from business conducted within national borders. It poses additional challenges for managing trade or investments in foreign countries, but it also offers new opportunities in foreign markets. Business today is international and everybody should to be prepared for it.

Business Law - encompasses the law governing contracts, sales, commercial paper, agency and employment law, business organisations, property and bailments. Other popular areas include insurance, wills and estate planning, and consumer and creditor protection. Business law may include issues such as starting, selling ,or buying a small business, managing a business, dealing with employees, or dealing with contracts, among others.